

Proprietors meeting minutes - Rudolf Steiner School Trust Otago

Tuesday 20 February 5.30pm - At the school

Present – (trustees) Kussi Hurtado, Daniel Roberts, Joao Machado, Cassino Doyle, Jenny Wigley, Lenka Blass.

Visitors –Alex MacNeille, Alida Harris

In attendance: Anna Noble, Hannah Reiher, Clare Ridout.

Apologies : Pene Johnstone

Opening karakia : Kia tau rā ngā manaakitanga a te runga rawa, Ki tēna. ki tēnā o mātou e tau nei, Kia tūturu ōwhiti whakamaua, kia tīna, tīna, haumie, hui ē, tāiki ē.

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| 1. Welcome to new members | Who |
| <p>Welcome to Daniel and Joao. They stepped out while the Trustees, who had read their expression of interest to join the Trust, determined to accept them as Trustees. Moved KH, seconded all. Alex was invited to provide an expression of interest to join.</p> <p>Jenny stated that she would step down as a Trustee as she now has some work in the kindergarten which means she has a conflict of interest. The meeting gave thanks to Jenny for her work as a Trustee.</p> | |
| 2. Reading, | Who |
| CR will circulate which pages of a relevant book for the Trust to read before next meeting. | All |
| 2. Minutes and matters arising | Who |
| Minutes of meetings approved for the meetings on 7/12/2023 and 21/11/2023. Moved KH. | |
| 3. Portfolios | Who |
| Kindergarten – Pene Buildings and maintenance property – Daniel, Cassino, Daniel Finance – Kussi Chair - Kussi Rep on the Board – Kussi Growth / marketing and fundraising– Joao and Lenka – what this portfolio covers will be determined. | |
| 4. Special Character Attestation | Who |
| <p>The document for SEANZ had been circulated.</p> <p>SEANZ attestation. Schools are expected to review a couple of areas in this each year. It has been discussed by teachers, management and has been sent to the Board. This now needs to be signed off by Props. It was agreed that in 2024 we would focus on point 3 and 10.</p> <p>Could also suggest review of indicators to SEANZ if the Trust finds them.</p> <p>Moved to accept the attestation – all agreed. KH will sign and MT will send.</p> | KH/ MT |

| 5. Finance | Who |
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| <p>Finance – draft accounts of year to 31 December 2023 have been circulated– main area of concern is around income from Kindy.</p> <p>Moved to a discussion about enrolments, highlighting academic achievements, the value of the earlier alumni book, having a child or student voice in adverts.</p> <p>There was also the question of whether we bring playgroups into kindy? Look to Aurora Tamariki too.</p> <p>Capped at 45 in kindy – are there DCC restrictions re consents etc on exceeding that number. Can someone research this for next meeting – what caps may we have?</p> <p>Playgroup knows that we lose some Playgroup children to daycares.</p> <p>Advertise the after school care programme for 5s and up.</p> <p>Subgroup on growth. Perhaps to meeting after next as Fair will take a lot of energy. How do we get more enrolments out of visitors at the fair. There was some discussion about how we could get information, that we have a classroom set up for people to see with a staff member there.</p> <p>Before the fair can people assist Anna with fair jobs. After that then Alida, Joao, Anna, Clare may meet about growth and fleshing out a marketing plan to come to the meeting at end of April.</p> <p>Kussi will come in to meet with CR about finances.</p> | <p>AN, AH,JM,CR</p> <p>KH</p> |
| 6. Building and Property | Who |
| <p>Flow form</p> <ul style="list-style-type: none"> • Have we done a risk management for the flowform in the planned site. Have other schools got risk management for flowforms? CR will find out. <p>Health and safety checks</p> <ul style="list-style-type: none"> • Health and safety tour – Kussi, Daniel and Hannah in kindy will arrange a tour. <p>Maintenance plan</p> <ul style="list-style-type: none"> • CR KH and DR will meet to discuss wider school capital- maintenance works | <p>CR</p> <p>KH,HR,DR</p> <p>KH,CR,DR</p> |
| 7. Joint hui | Who |
| <p>Site plan – as the subject. Consolidating our vision into a plan. Bringing together the work from the past. Moving our next way forward. Share the past info beforehand. What are we trying to fix? Having a clear problem definition.</p> <p>Joao may lead some of this work as a subgroup. Anna, Clare, Hannah, possibly Cassino Meet after the fair.</p> | |

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| 8. Kindergarten report | Who |
| As per the written report submitted. | |

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| 9. Policies | Who |
| Various policies have been reviewed in kindergarten. Will be put out to the newsletter for review. Then will come back to Trust for approval once any relevant amendments are made. | |

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| 10. After school care | Who |
| Seems fairly much as if it is growing. New employee just hired to lead it. CR will bring finances next time. Will not be breaking even yet. | |

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| 11. Board | Who |
| Board has met. Marketing was a discussion point. | |

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| 12. Any other business | Who |
| <p>After school building from Ravensbourne. This has been purchased by Cassino for his family but he is now looking at passing it on as it does not fit their purposes. It is 60 metres square. They had a quote for \$35k removal. The Trust, if interested, would need to ascertain the costs of moving, can it be moved. What are the resource consent and building consent issues for the school. Are there additional building standards if it is to be used as a school classroom.</p> <ul style="list-style-type: none"> • Cassino can look at consent issues – are additional standards needed? • Anna to check if more time can be granted by Ravensbourne School or does it need to be out by April. • Kussi will check with relocators about costs moving to here. • Daniel will get quotes for piles etc • Plumbing – including sewage – electricity costs – what would they be? <p>Is this a property that the school needs and should prioritise? It would be a very cost effective possibility.</p> <p>Playcentre</p> <p>St Leonard’s Playcentre is available as a space to hire – as per an email from former parent. Management had looked at this offer but considered we did not need it. Trust agreed. CR will write a response.</p> | <p>CD AN KH DR</p> <p>CR</p> |

Next meeting Tuesday 19 March, Meeting closed at 7.40pm

The healthy social life is found when in the mirror of each human soul the whole community finds its reflection, and when in the community the virtue of each one is living". Rudolf Steiner